

# Web Enabled Safety System



WESS
Module 6

How to
Endorse a
HAZREP



# **WESS Aviation Reporting Module**

If you are one of the people within your command designated to endorse incoming HAZREPs, this section may help you navigate your way through the process of doing an endorsement.

Go to the next slide to begin!



## There's an Endorsement Needed!

### WESS Naval Safety Center

#### Activities

- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Search/Edit Submitted Reports
- MaintainCOI
- Notifications
- Reedback Form
- Return Home
- SHA 300 Equiv. Log
- Logout Logout

#### Data Retrieval (JReport)

·Pre-formatted Reports ·Custom Reports

### Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson1

My Draft Reports (0) Edit Submitted Reports (0) Shared Reports (0) Rejected by Routing Chain (0) Notifications (1)
Rejected by NAVSAFECEN (0) Routed for My Review (0) Endorsements Needed (3) Resubmitted to QA (0)
New QA (21) Initial Reports (22) Edited for QA (1) Customer Requests Delegion (0)

### ▶ Help

### **Endorsements Needed**

Serl#	Date	Description
1118062787807	25 February 2005	AVIATION FINAL TEST - PORTION OF RIGHT WING OF AA 112 STRUCK PORT BOW
1116528973341	7 March 2005	AVIATION FINAL TEST - TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL O
1118258685076	17 June 2004	BETA TEST- ACFT NEARLY HIT ANOTHER DUE TO TEMPORY LOSS OF SA

If your command is part of an endorsement chain for a Hazrep, you will get an e-mail notification of your involvement from WESS.

When it's your turn to endorse, you'll log into WESS and see that you have a Hazrep awaiting your endorsement. You click on the "Endorsements Needed" tab and see the reports listed. Click on one of the blue links to get started.

# Navigating the Endorser's page

### Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



### **Endorsement Document**

▶ Help

#### Activities

🗟 Save as template

🔁 Generate PDF

🔼 Generate Injury Log

Reedback Form

🔁 OSHA 300 Equiv. Log

Logout

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Generate Endorsements PDF

Report Number: 111825868597 Mishan Date: 17 June 2004

To view the original HAZREP, click the "Generate PDF" link on the nav

Description: BETA TEST- ACFT NEARLY HIT ANOTHER DUE TO TEMPORY LOSS OF SA Current Endorsing UIC: COMMANDER HELD FOR TACTICAL WING 1 (N44890)

Endorsement Due Date: Thu Jun 23 09:39:04 EDT 2005

There are 1 item(s) left to endorse for this report.

Report Num: 1118258685076 ( add cause factor )

Incomplete Cause Factor (endorse this item) (add recommendation) - PAC LOST SA PAC LOST SA WHILE TUNING RADIO

To perform your endorsement action on this causal factor, click the "endorse" link to the left.

\* C = Concur. RJ = Reject. RS = Restated

#### Request time extension

Endorsing Commands for this report:

- 1.) COMMANDER HELICOPTER TACTICAL WING 1 (N44890) <-- current
- 2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012).

Endorsement chain appears here.

\* Indicates required field must be entered before moving to next screen CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

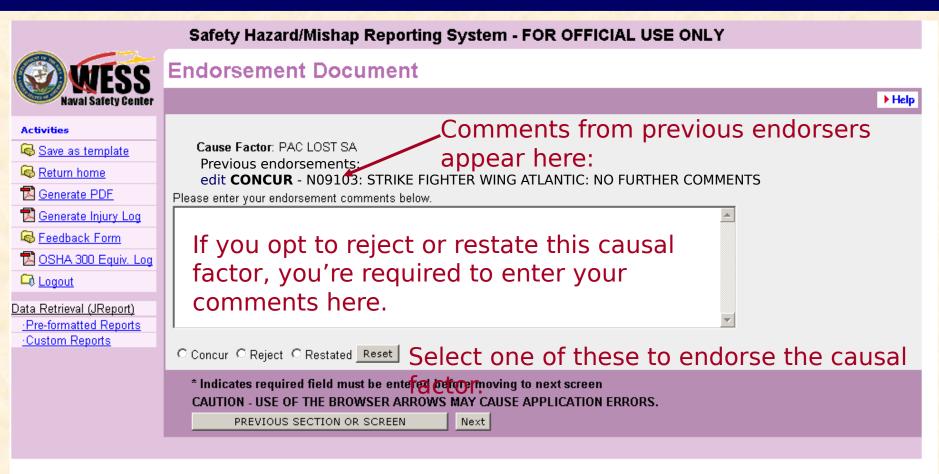
Return Home







# Concur, Reject, or Restate



Hit 'Next' when you're done here.



# At least WESS is polite...



Next

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

B Generate Injury Log

SHA 300 Equiv. Log

Feedback Form

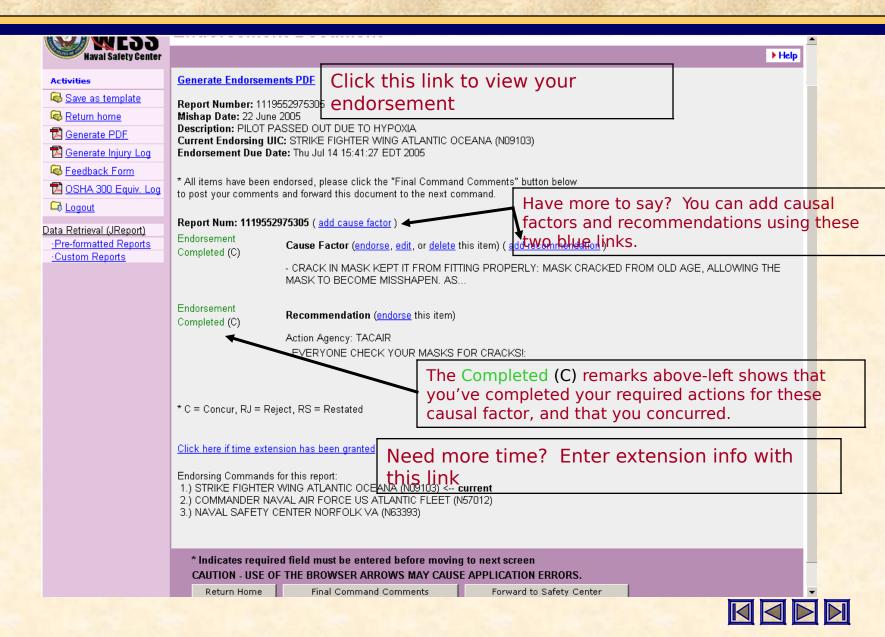
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Loqout

WESS will thank you for your input...hit 'Next' to continue



## More screen info

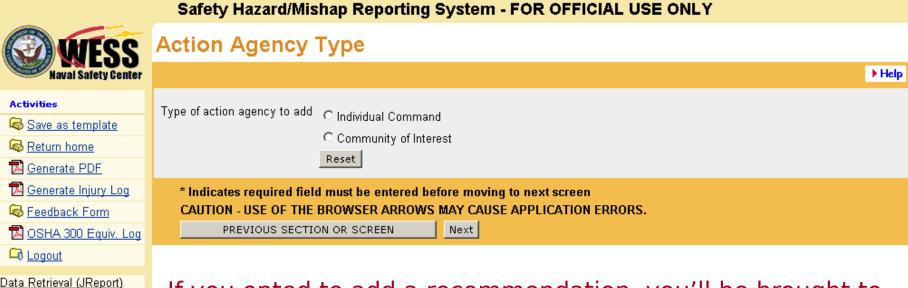


## You want to add a Causal Factor



If you clicked the "Add Causal Factor" link, WESS brings you here. Just follow these screens like you do for regular HAZREPs. See Parts 3 and 4 of the users guides for help on this section.

# To add a recommendation:



·Pre-formatted Reports

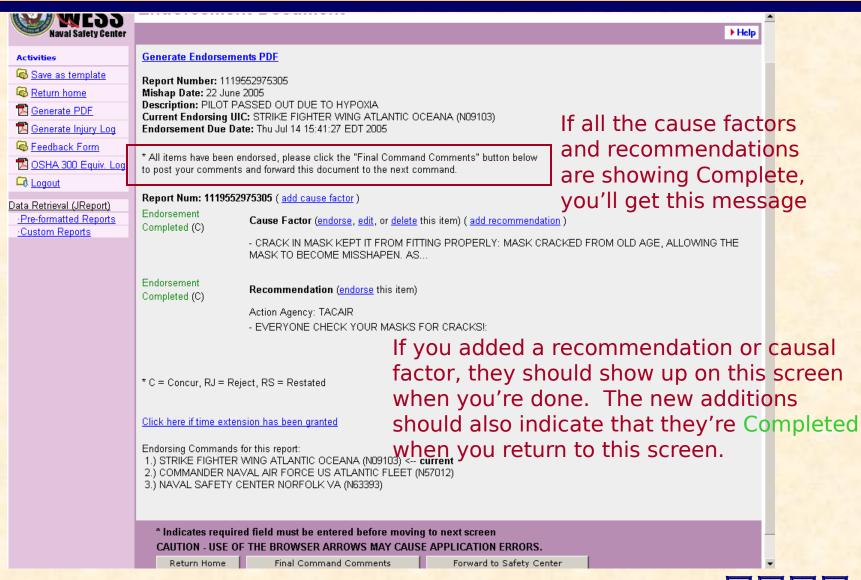
Custom Reports

If you opted to add a recommendation, you'll be brought to this screen to proceed down the recommendation path.

For further instructions on how to make a recommendation, see Parts 3 and 4 of the users guides.

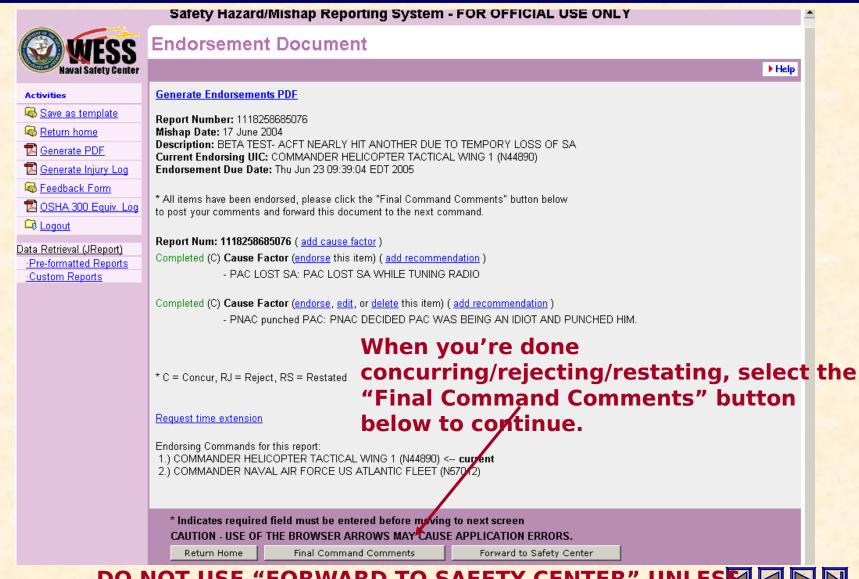


## If you added a factor or recommendation...



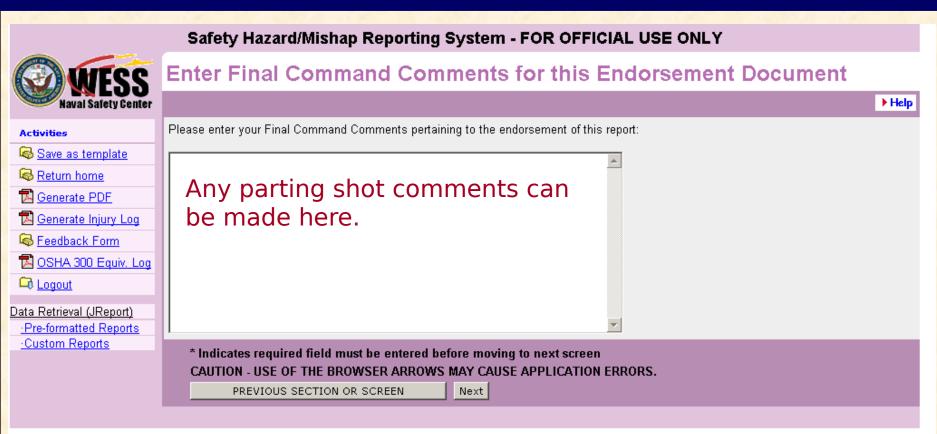


# Done with your endorsement



DO NOT USE "FORWARD TO SAFETY CENTER" UNLES [ ] VOU WANT TO BYPASS ALL REMAINING ENDORSERS!

## Commander's Comments



When you hit 'Next' here, your endorsement is launched out for the next endorser to deal with. Make sure you're absolutely ready to send the endorsement out when you hit 'Next.'



# Thank you!



Data Retrieval (JReport)

·Custom Reports

·Pre-formatted Reports

WESS, ever the polite computer application, will thank you for your input.

Hit 'Next' to return to your Home screen to deal with your other messages.

